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ABSTRACT

This student booklet on job searches is one of six in the Employability Skills Series, a set of instructional materials designed to teach secondary students and adults the skills involved in getting and keeping a job. The competency-based material is oriented to young adults but written at approximately the fifth-grade reading level. (An instructor's guide is available separately as CE 031 158.) Designed to show the student how to look for a job, the unit focuses on three areas: planning the job search and preliminary steps, getting leads on job openings, and contacting employers to find out more about jobs. A list of 10 knowledge and performance objectives acts as a table of contents. For each objective there are several pages of instructions and some activities for practice. A performance test with performance checklist is provided for each performance objective; a self-test is provided for each knowledge objective. Answer keys are provided for activities and self-tests where needed. These other materials are also given: unit review and glossary. (YLB)

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Your Job Search

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CE 031 157

Your Job Search

June, 1979

State of Florida
DEPARTMENT OF EDUCATION
Ralph D. Turlington, Commissioner of Education
Tallahassee, Florida
An equal opportunity employer

DIVISION OF VOCATIONAL EDUCATION

This public document was promulgated at a cost of $1,533.77 or $0.766 per copy to provide educators with employability skills instructional materials to be used with secondary school students and adults.

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Your Job Search

Getting Ready

Setting Aside Time for Your Job Search

Getting a Social Security Number

Preparing your Personal Fact Sheet

Getting Leads

Finding Job Openings

Finding Part-Time Jobs

Using Employment Agencies

Looking for Government Jobs

Reading the Want Ads

Keeping Records on Your Action Plan

Starting Your Job Card File

Making Contact

Visiting Employers

Writing a Letter of Application

Phoning about a Job Lead

Start Your Job Search Here...

The job search begins with finding out what you need to know when you look for a job. Job hunting is a lot easier if you know how to do certain things. That's what this unit is all about! On the next page is a list of objectives that tell you what you need to do to make your job search easier.

Notice that some objectives are marked with a **Do it!** These are the things that you must be able to *do*. For each one, there's a performance test in this booklet. After you finish a performance test, have your instructor check your work. If it is correct, your instructor will initial page 3 .

Some objectives are *not* marked with a **Do it!** . For these knowledge objectives, you will find self-tests in the unit. A self-test gives you a chance to be sure you know the objective before you take the unit test. Your instructor will give you the unit test when you have finished this unit.

There's a glossary at the back of this booklet to help you with any words you don't know. (A glossary is a list of hard words with their meanings.) Don't forget to use it!

GOOD LUCK! You've already started your job search!

After completing the unit, you should be able to:	SELF-TEST OR PERFORMANCE TEST PAGE	INFORMATION FOUND ON THESE PAGES	INSTRUCTOR'S INITIALS ON PERFORMANCE TESTS
Do it! 1. Fill out a Social Security application form.		8-9	6-7
Do it! 2. Prepare a personal fact sheet.		12-13	10-11
3. List four ways to find out about job openings other than through employment agencies.		27	15-20
4. Identify two characteristics of public employment agencies and two characteristics of private agencies.		27	21-26
Do it! 5. Find and write down the phone number and address of the nearest State Employment Service office and of a private employment agency.		33	16, 21-26
Do it! 6. List one place to contact for information about jobs with each of the following: local, state, and federal government.		33	29-31
7. List five kinds of information to look for in want ads that would help you decide which jobs to apply for.		43	34-42
8. List three ways of making contact with employers.		49	47-49
Do it! 9. Write a letter of application.		54-55	51-55
Do it! 10. Show how to ask about a job opening over the phone.		61	56-61

Getting Ready

Setting Aside Time for Your Job Search

Before you get started, ask yourself, "Am I willing to work hard at finding a job?"

Finding a job isn't easy. If you are serious about looking, you will spend part of every day on job hunting activities.

Job hunting takes time, but it will be easier and more successful if you plan your job search. Just like a football coach who plans how the team will play to win a game, you should plan how you will find a job. Then—stick to your plan!

Getting a Social Security Number

Why do you need a Social Security number?

- You need to have one for most jobs.
- Social Security can mean important benefits to you.

Social Security began in 1935 when the United States government passed a law, the Social Security Act. Social Security is a government insurance program to protect old people and the disabled. Throughout your working life, the government subtracts money from your paycheck for this insurance. Your employer also pays the same amount to the government. Social Security provides for cash payments to you or your family if you become disabled or too old to work.

Each worker has a Social Security number on a card. That number is your account number with the United States government. The money that is taken out of your paycheck for Social Security is put into your government account. That's why *everyone who works, including you, needs a Social Security number*—so your employer and the federal government will know whose account the money belongs in.

How do you get a Social Security number?

- At least two months before you need it, apply for a number at your local Social Security office. To find the office nearest you, look in the white pages of your phone book under "United States Government." Then look up "S" for "Social Security Administration."

- When you go to apply, take along proof of your age and who you are, such as your birth certificate and driver license.

- At the Social Security office, you will be asked to fill out an application form. (You will practice this on page 9.)

● In about two months, you will receive your card in the mail. Here's how a Social Security card looks.

The front of the card

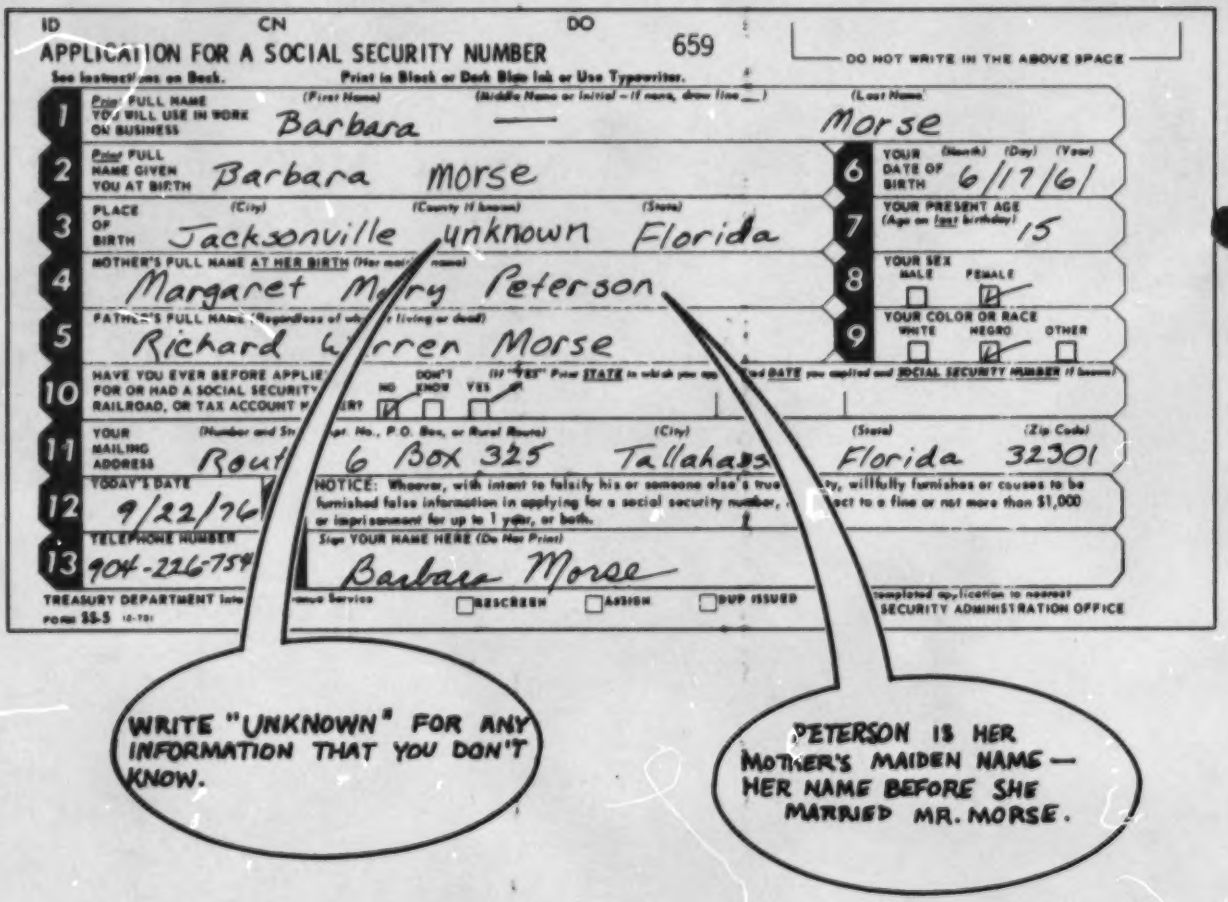
● If you ever lose your card, just tell the Social Security office your Social Security number. Your new card will arrive in a few weeks.

Performance Test

Do it! Objective 1*

Fill out the Social Security application form on the next page after you read the performance checklist. Use the checklist to make sure your form is correct before you show it to your instructor.

The completed application form should look like this:



*Skip this objective if you already have a Social Security number. Just show your card to your instructor.

Name_____

Date_____

Complete your Social Security application form below. Place a check (✓) beside each of the following that you remembered to do.

PERFORMANCE CHECKLIST

_____ Print everything except Line 14.

_____ Sign your name on Line 14 as you usually write it.

_____ Be careful to write on the correct line.

_____ Write "unknown" on all items that you cannot answer.

_____ Make sure the form is neat and easy to read.

_____ Use a typewriter or dark blue or black ink (if you are filling out a real form to turn in to the Social Security office).

_____ Use correct spelling.

_____ Follow directions.

Each of the above items must be checked. If not, look over your form and correct it. When you are sure that your application form is filled out correctly, ask your instructor to check your work.

ID CN DO

APPLICATION FOR A SOCIAL SECURITY NUMBER 659

DO NOT WRITE IN THE ABOVE SPACE

See Instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter.

1 Print FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial – if none, draw line ___) (Last Name)

2 Print FULL NAME GIVEN YOU AT BIRTH

3 PLACE OF BIRTH (City) (County if known) (State)

4 MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)

5 FATHER'S FULL NAME (Regardless of whether living or dead)

6 YOUR DATE OF BIRTH (Month) (Day) (Year)

7 YOUR PRESENT AGE (Age on last birthday)

8 YOUR SEX ☐ MALE ☐ FEMALE

9 YOUR COLOR OR RACE ☐ WHITE ☐ NEGRO ☐ OTHER

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? ☐ NO ☐ DON'T KNOW ☐ YES (If "YES" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)

11 YOUR MAILING ADDRESS (Number and Street, Apt. No., P.O. Box, or Rural Route) (City) (State) (Zip Code)

12 TODAY'S DATE

13 TELEPHONE NUMBER

14 NOTICE: Whoever, with intent to falsify his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than $1,000 or imprisonment for up to 1 year, or both.

Sign YOUR NAME HERE (Do Not Print)

TREASURY DEPARTMENT Internal Revenue Service ☐ RESCREEN ☐ ASSIGN ☐ DUP ISSUED Return completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE

FORM SS-5 (1-73)

Preparing your personal fact sheet

A personal fact sheet contains information about you that you have collected onto one sheet of paper. You will save time when you are filling out application forms if you prepare your personal fact sheet *before* you apply for a job. You will have already looked up all the hard-to-remember facts. For example, an application form may ask for the complete address of your former employer. You'll be glad you took the time to write the information down on your personal fact sheet. That way you'll only have to look up the information once, instead of trying to remember it each time you fill out an application form.

A personal fact sheet is for your use only, but make it neat so that it will be easy for you to read. Type it or write it in ink; pencil marks will smear and become hard to read. Here are some tips for preparing your personal fact sheet.

- For *marital status,* put single, married, widowed, separated, or divorced.
- Under *education and training,* list the name of the last high school you attended, the city in which it's located, and the dates you went there. Do the same for any other schools or training classes you've attended during or after high school, such as vocational school. If you have spent a lot of time studying one thing, such as business education, include that also.
- *Work history* should include all the jobs you have held, even part-time jobs. Write down your job title, the employer's name and full address, phone number, and the dates you started and stopped working there. If you are still working there, put "to present" instead of the stopping date.
- *Interests and activities* are your hobbies and other activities you take part in. They also include community interests such as church, YMCA, and neighborhood youth or recreation centers.
- Mention any *honors or awards* you've won.
- *References* are people who have known you for at least a year and will recommend you (speak well of you). Be sure to ask their permission before giving them as references. You might ask a teacher, counselor, minister, doctor, or friend of your parents. You should not use relatives as references. Friends your own age can be used only if they have worked for a year or more and have good work records. For each reference, list the person's complete name, occupation, address, and phone number.

Remember to prepare a personal fact sheet before you apply for a job. John, who is starting his job search, prepared his and tucked it away in his wallet. It is shown on the next page.

PERSONAL FACT SHEET

Personal Information

Name: John Allen Taylor

Address: 2323 South Oak Drive

City and State: Oakwood, Florida 32111

County: Coolidge

Phone: 901/769-2399

Social Security Number: 614-86-4592

Date of Birth: July 23, 1956

Marital Status: Single

Height: 5'6"

Weight: 139 lbs.

Father's Full Name: Henry Peter Taylor

Mother's Full Name: Sharon Jones Taylor

Education and Training

DON'T FORGET DATES.

South High School, Oakwood, Florida. Started in September, 1971. Graduated in June, 1974. Vocational education with auto mechanics courses.

South Area Vocational-Technical School, Oakwood, Florida. Started in June, 1975. Graduated in December, 1975.

IF YOU RECEIVED A DIPLOMA OR CERTIFICATE, LIST IT!

Work History

Job Title: Junior Mechanic
From June, 1975 to present
Repair-It Muffler Shop
210 West Maple Street
Oakwood, Florida 32111
901/543-1154

INCLUDE THE DATES YOU STARTED AND STOPPED

Job Title: Service Station Attendant
From June, 1974 to September, 1975
Ratchett Service Station
410 North Main Street
Oakwood, Florida 32111
901/857-3948

Interests and Activities

Racing, electronics, drama club, football, YMCA, Vocational Industrial Clubs of America

Honors and Awards

First place, Plymouth troubleshooting contest

References

	1.	2.
Complete Name: / Occupation: / Address: / City and State: / Phone Number:	Mr. Martin Smart Auto Mechanics Instructor South Area Vocational-Technical School 189 Main Street Oakwood, Florida 32111 901/543-9857	Mr. Leonard McCoy Owner McCoy's Auto Repair 8989 Timber Avenue Oakwood, Florida 32111 901/857-6802
	3.	4.
Complete Name: / Occupation: / Address: / City and State: / Phone Number:	Ms. Eleanor Nash Manager Repair-It Muffler Shop 210 West Maple Street Oakwood, Florida 32111 901/543-1154	

Performance test

Name_____

Date_____

Do it! Objective 2

Prepare your personal fact sheet. Use the form on the next page. Your instructor will use the checklist below to decide if you have passed this test. All items must be checked before you can pass.

PERFORMANCE CHECKLIST ☑

☐ *Personal information*
Include name, address, county, phone number, Social Security number, date of birth, marital status, height, weight, and parents' names.

☐ *Education and training*
Include the school name, city and state, dates of attendance, and major courses of study, if any.

☐ *Work history*
Include job titles, employers' names, complete addresses, phone numbers, and dates of employment. Leave blank if you have never worked.

☐ *Interests and activities*
List any hobbies, activities, and community interests.

☐ *Honors and awards*
This may be left blank if there are none.

☐ *References*
Give at least two references. This includes the complete name, occupation, full address, and phone number of each reference. The student may not give family members for references. School friends also cannot be used unless they have worked for a year or more and have good work records.

PERSONAL FACT SHEET

Personal Information

Name:

Address:

City and State:

County:

Phone:

Social Security Number:

Date of Birth:

Marital Status:

Height:

Weight:

Father's Full Name:

Mother's Full Name:

Education and Training

Work History

Interests and Activities

Honors and Awards

References

Complete Name: Occupation: Address: City and State: Phone Number:	1.	2.
Complete Name: Occupation: Address: City and State: Phone Number:	3.	4.

Getting Leads

Finding job openings

When you're looking for a job, the more leads you have, the better your chances are of getting a job. How do you find job leads? Here are places and ways to look.

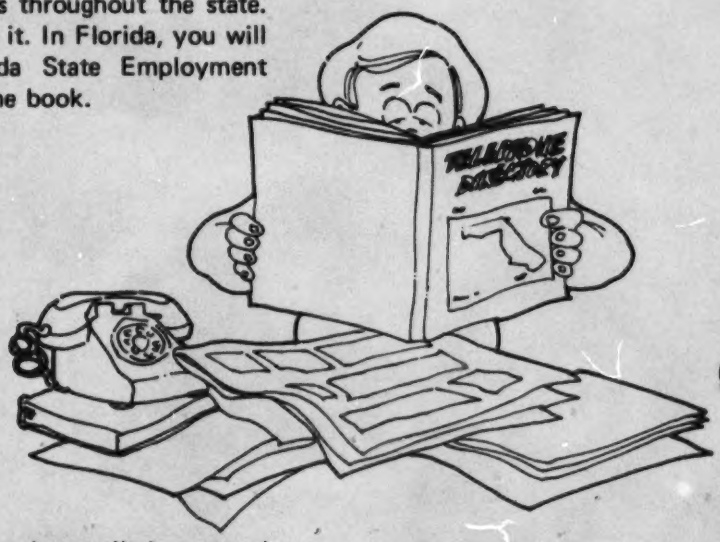
1 **Talk with friends, family members, instructors, neighbors, and other people you meet.** Tips from these people are your best bet. Tell them that you're job hunting. Tell people who work in places where you or your family do business: your service station, dry cleaners, or grocery store. Since they meet many people every day, they may hear of jobs. They may even recommend you.

2 **Visit businesses and work sites.** Shopping centers, hamburger stands, construction sites, and any new businesses are worth a visit. Before you start out, use the phone book to look up all the possibilities in each area of town. Planning will save you time and effort.

3 **Check newspaper ads.** Find the classified or want ads section of your newspaper. Then look under the words "Help Wanted" or "Employment Opportunities." If you find an interesting ad, don't wait until tomorrow to act. Remember, other people who want jobs are reading the same paper with the same ads.

4 **Talk with former employers.** They know about job leads because they have contacts in the business world. They're also usually happy to speak highly of a good worker.

5 **Go to public employment agencies.** These agencies list many jobs, and their services are free. The counselors there can help you learn which jobs you're suited for. The State Employment Service has offices in many cities throughout the state. Go to the local office and register with it. In Florida, you will find the office listed under "Florida State Employment Service" in the white pages of the phone book.



6 **Go to private employment agencies** (sometimes called personnel agencies). Private employment agencies are in the business of matching workers with jobs. They charge a fee (payment) for their services. Be careful not to sign a contract (promise) with a private employment agency until you are sure you understand what it means. You can find these agencies listed under "Employment Agencies" in the yellow pages of the phone book.

7 **Go to government personnel offices.** Federal, state, and local governments hire many workers. The federal civil service has a list of job openings. State and local government personnel offices are also important sources of job leads. Tests are often given to government job hunters to see if they are qualified. Make an appointment to take some of these tests.

8 **Use school placement services.** Most schools or school districts offer information or help to the job hunter. Check with a teacher, occupational specialist, or counselor to find the person who can help you.

9 **Check with unions.** Visit unions and find out what you must do in order to join. They may be able to give information on jobs.

10 **Check with community organizations.** Many community groups offer information on jobs especially for young people. They can tell you about programs such as youth employment services, community action programs, Comprehensive Employment and Training Act (CETA) programs, and other job programs provided by the government. Ask your State Employment Service about local organizations and programs.

11 **Check the recruiting offices of the United States armed forces, state apprenticeship programs, school bulletin boards, professional organizations, phone books, and other sources of job leads.**

Can you think of any other places or ways to look for job leads?

Finding Part-Time Jobs

If you're still in school, you can earn money, get experience, and learn a useful work skill, all by having a part-time job. Even if you do not have many job skills, you can probably find one job to do after school hours or during school vacations.

Here are some ideas to get you started. Look around your neighborhood and community for things that need to be done. Does Mr. Appleyard's lawn need mowing? Does your mother's friend need ironing done? What kind of help could you give to the shop owners in your area? Do nearby tourist spots need workers during certain times of the year?

Start to check out the job possibilities. Go to businesses, companies, small shops, and service agencies to see if they have part-time jobs available. Try music stores, repair shops, grocery stores, beauty shops, the public library, the recreation department, department stores, and any other places you can think of. Try to be in the right place at the right time.

Find out what you need to be able to do in order to handle the jobs you find. If you have some special skills, say so. If you don't, be willing to learn anything. Don't believe that you can't do a job just because you have never tried it before. An employer may be willing to teach you while you work, as long as you seem really interested and willing to work hard.

Here is a list of job titles that may help you think of part-time jobs you can do. Look them over and see how many of these jobs you can find in your community.

amusement park worker
baby-sitter
bag boy/girl
bellhop
busboy/girl
camp counselor
car washer
carpenter's helper
cashier
children's counselor at a hotel
concession worker
delivery boy/girl
door-to-door salesperson
farmhand
fast-food counter worker
fruit and vegetable picker
gas station attendant
hospital aide
house-sitter
kitchen helper
landscaping/gardening helper
laundry workers
library assistant
lifeguard
newspaper deliverer
parking attendant
salesclerk
tour guide
usher
veterinarian's helper
waiter/waitress
window washer

Activity:
Ways to Find Job Openings

There are many ways to find job openings. Here are four ways to get you started looking for a job.

1

List three persons, not in your immediate family, whom you want to tell that you are looking for a job. Try to think of men and women who talk to many people every day. List their names, addresses, and the types of work they do.

	(1)	(2)	(3)
Name			
Address			
City & State			
Type of Work			

2

List three businesses or companies where you might wish to apply in person. Gives names and addresses for each. Use a phone book if you need to.

	(1)	(2)	(3)
Name of Business			
Address			
City & State			
Phone Number			

3

Using a copy of your local newspaper that is not more than three days old, find and circle two want ads that show jobs you might apply for.

4

If you have worked before, write the name and address of any former employers who might help you find a new job. If you have not worked before, write "have not worked."

	(1)	(2)	(3)
Name			
*Position			
Address			
City & State			

*Include your former employer's job title and business, such as "Manager, Hubie's Hamburger Shop."

You've explored four ways to find job leads:

- telling people you know that you're looking
- visiting businesses
- checking newspaper ads
- talking to former employers

Now you will explore three more places to find jobs:

- public employment agencies
- private employment agencies
- government personnel offices

Using Employment Agencies

What does an employment agency do? *An employment agency helps people find jobs.* Employers list job openings with an agency and the agency sends job hunters to the employers for interviews. The agency's business is matching people with jobs.

Two kinds of agencies are available: public and private. *The services of public agencies like the Florida State Employment Service are free. Private agencies charge a payment or fee when a person is hired for a job.*

STATE EMPLOYMENT SERVICE

Registering with the State Employment Service is a good move for job hunters. The State Employment Service lists a wide variety of jobs, and *its many services are free.* You can find the address by looking under "Florida State Employment Service" in the white pages of your phone book.

Once you know the address, just go down to the office; you don't need to make an appointment. While there, you will fill out a form about your interests, education, training, and experience. You will talk with an interviewer, and may receive free testing and counseling to help you find out which jobs might be best for you. The tests are not the kind you pass or fail; they just help you find your best skills and aptitudes (your natural talents or abilities). The counselor will suggest job openings that you can apply for and will help you to get off to a good start on interviews.

PRIVATE EMPLOYMENT AGENCIES

Private employment agencies are businesses. They charge a payment or fee for their services, but they may have job openings that you would not otherwise hear about. Persons with unusual skills sometimes have a hard time finding jobs. They may have difficulty finding jobs with high enough pay. In their case, a private agency may be helpful. *Private agencies often list more openings for higher-paying, highly skilled jobs.*

How large are the fees charged by private employment agencies? Sample fees are shown in the table.

IF YOU ARE HIRED FOR A JOB WITH THIS SALARY:			THE AGENCY MAY CHARGE ABOUT:		THIS IS ABOUT:
Weekly	Monthly	Yearly	Amount	Percentage of Monthly Pay	
$ 50	$217	$2,600	$130	60%	2 1/2 weeks' pay
$ 75	$325	$3,900	$201	62%	2 2/3 weeks' pay
$100	$433	$5,200	$320	74%	3 weeks' pay
$150	$650	$7,800	$620	95%	1 month's pay
$175	$758	$9,100	$785	104%	1 month's pay

Notice that the higher your salary is, the higher the fee is. But you don't have to pay unless you get a job. You only pay if you are hired. In some cases, you can agree to pay part of the fee when you are hired and the rest over a few months. Be sure to check these arrangements before signing a contract. Also check to see what happens if you quit the job or are fired. Do you still have to pay the whole fee? Some agencies charge a smaller amount if you are fired within a given period, such as 90 days, after hiring.

Sometimes the employer will pay part or all of the fee. *Fee paid* means that the employer pays the whole fee. *Fee split* means the employer pays part, and you pay the rest.

If you decide to use a private employment agency, follow these guidelines.

Pick an honest agency. Almost all are honest, but a few may try to cheat you. An agency may plan with an employer to hire you for a short time, then fire you. Then the agency and the employer can share the fee you paid to the agency. To avoid this problem, choose an agency that has a good reputation in your community.

Don't sign a contract until you understand everything in it. Be sure you know:

- the size of fee you will pay
- when the fee must be paid
- under what conditions you get your money back
- what happens if you quit or are fired

Don't take a job until you're sure it's the right one for you. If you accept a job and then change your mind and quit, you'll still have to pay the fee.

If you lose your job within the first two weeks through no fault of your own, you shall pay no more than 25 percent of the employment fee you agreed to pay. If you lose your job because you are drunk or late, because you stole, or because you lied about your skills, you must pay the entire fee. However, if you feel you have been treated unfairly and were not at fault, you can complain to the government. Write to the Bureau of Licensing, Florida Department of State, 3399 Ponce de Leon Boulevard, Coral Gables, Florida 33134.

Activity:
Employment Agencies

Now, let's practice what you've learned about employment agencies. Complete the following items. You will need to use the table on page 22 to answer questions 3, 4, and 5.

1. John went to an employment agency. There he filled out an application form. The agency listed a wide variety of jobs. John talked with a counselor and took the test to help find out what kind of job would be best for him. The counselor gave him the name and address of a company that had a job opening for someone with John's abilities and interests. The agency charged nothing for the service.

   Did John go to a public or private agency? _____

   Circle the clues in the story that helped you answer.

2. For six weeks, Anna looked for a job that used her bookkeeping skills. She had no luck, so she decided to go to an employment agency. There she signed a contract. Soon the agency found her a good job at $500 a month. Each month, for the first three months, Anna paid the agency 25 percent of her salary.

   Did Anna go to a public or private employment agency? _____

   Circle the clues in the story that helped you answer.

   How much did Anna pay the agency in all? _____

   Do you think Anna made a wise choice in going to this kind of agency? _____

   Why or why not? _____

3. Maggie went to an employment agency, signed a contract, and was charged $200 when she was hired. Her weekly salary on the new job must have been about:

   a. $50 b. $75 c. $150

4. Tony registered at the State Employment Service, met with a counselor, and was sent to Adams Tire Company for an interview. He was hired for a job paying $325 a month. What fee did he have to pay?

   a. $201 b. $62 c. nothing

Check your answers on the next page.

Check your answers against the correct answers below:

1. Public (clues: "took tests," "agency charged nothing")

2. Private (clues: "signed a contract," "paid the agency")

   The payment was $375. (25 percent of $500 is $125 for each of three months.)

   For Anna, it was probably a wise choice. She might not have found such a good job any other way.

3. b. $75

4. c. Nothing—the State Employment Service, a public employment agency, does not charge a fee.

Self-Test

Name_____

Date_____

Objective 3

List four ways to find out about job openings other than through employment agencies.

1. _____
2. _____
3. _____
4. _____

Objective 4

Identify two characteristics of public employment agencies and two characteristics of private agencies. Write "private" by the characteristics having to do with private agencies and "public" by those having to do with public agencies.

_____ a. have a greater number of high-paying, highly skilled jobs

_____ b. have free placement services

_____ c. offer free testing and counseling

_____ d. are businesses which charge a fee for their services

Check your answers to both objectives on the next page.

Answers to Objective 3

Your answers should include at least three of the following:

Talk with friends, family members, neighbors, instructors, and other people you meet.

Visit businesses and work sites.

Check newspaper ads.

Talk with former employers.

Go to government personnel offices.

Use school placement services. Talk with vocational teachers and counselors.

Check with unions.

Check with community organizations.

Check the recruiting offices of the United States armed forces, state apprenticeship programs, school bulletin boards, and professional organizations.

If your answer did not include three from the above list, review pages 15-20.

Answers to Objective 4

If your answers do not match the ones below, review pages 21-26.

private a.

public b.

public c.

private d.

Looking for Government Jobs

When you're looking for a job, don't overlook government jobs. These are jobs that are paid for by taxes and provide for public services such as schools and highways. Every year many job openings appear at each level of government—local, state, and federal (national).

Jobs paid for by the United States government

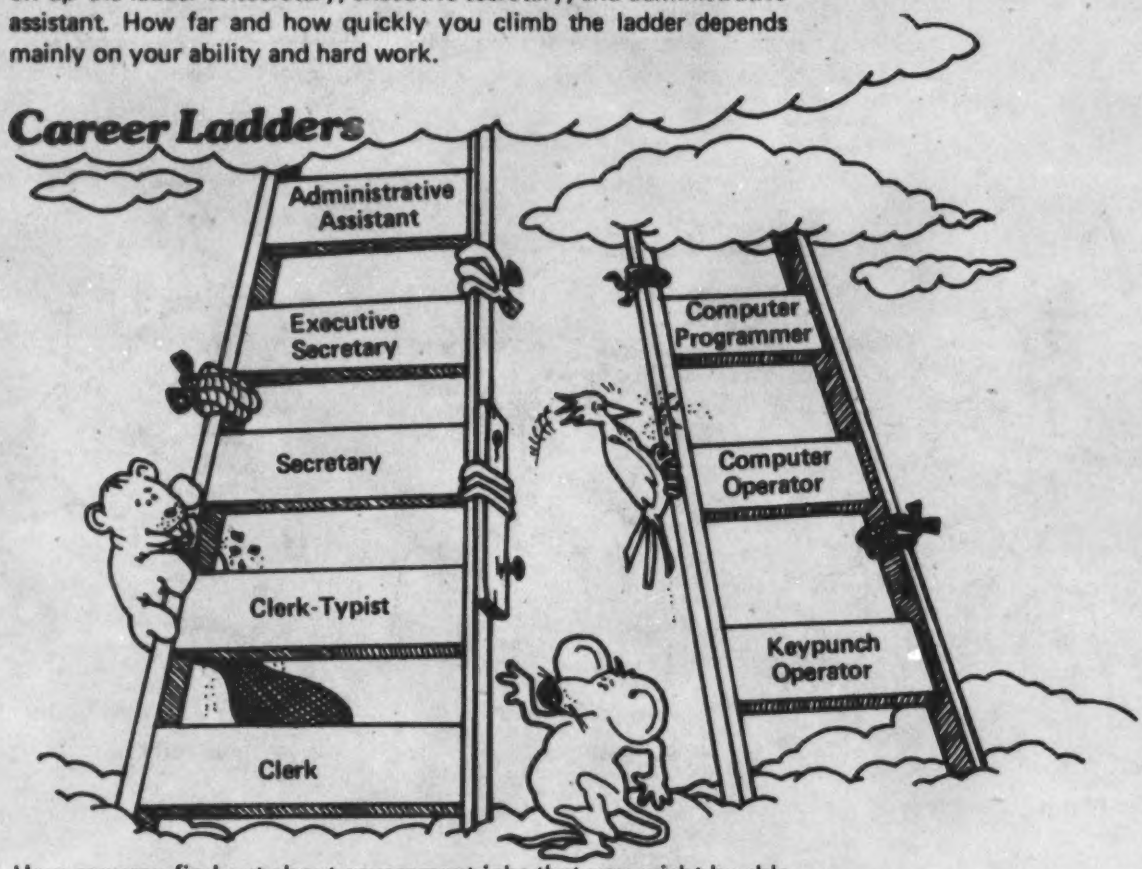
Jobs paid for by your state

Jobs paid for by your city or county

Below are examples of government jobs at each level. You may want to apply for one of these yourself.

FEDERAL JOBS (United States)	STATE JOBS (Florida)	LOCAL JOBS (city or county)
clerk-typist in Social Security office	library aide in state library	sheriff's deputy
forestry aide in a national forest	attorney for state legislature	city traffic planner
computer operator for U.S. Department of Labor	statistical aide at state research office	clerk in license tag office
janitor at post office	keypunch operator for highway department	counselor for public housing
	guard at a state prison	city street cleaner

Many government jobs offer a good chance to move up a career ladder. For example, a high school graduate who goes to work for the government as a clerk may work up to clerk-typist, and then go on up the ladder to secretary, executive secretary, and administrative assistant. How far and how quickly you climb the ladder depends mainly on your ability and hard work.



How can you find out about government jobs that you might be able to apply for? With your local phone book and the following information, you can find the name, address, and phone number of offices in your own town that you can visit or call for information about jobs with local, state, or federal government.

LOCAL GOVERNMENT JOBS (city or county government)

Visit the personnel department at the city hall or county courthouse. To find the office, look up the name of your city or county in the white pages of the phone book. Call and ask for the personnel department.

STATE GOVERNMENT JOBS (Florida government)

There are several places to go for information about state government employment.

- Go to the Florida State Employment Service and pick up a state job application form. Fill it out and mail it to the address shown on the form.

- Visit state agencies in your town. These agencies are listed in the phone book under "Florida State of."

- If you live in Pensacola, Jacksonville, Orlando, Tampa, or Miami, contact the Intergovernmental Job Information Center in your city.

FEDERAL GOVERNMENT JOBS (United States government)

Call the toll-free number (1-800-432-0263) listed in the phone book under "U.S. Government Job Information Center." The Center is in Orlando, but you can call the number free from anywhere in Florida. If you live in Pensacola, Jacksonville, Orlando, Tampa, or Miami, call or visit the Intergovernmental Job Information Center in your city. There you can get information on both federal and state government jobs.

When you call, say that you want information about government jobs. Be sure to say what area you would like to work in (for example, the Tampa-St. Petersburg area). If you are free to move to any area, say so, because this improves your chances for a job. Also mention the kinds of jobs you're interested in, such as clerk-typist, carpenter, computer operator, post office worker, etc. If you have no idea what jobs you're qualified for, describe your education, training, and experience. The people at the Center will help you decide which jobs you might be able to apply for.

They will tell you if applications are being accepted in that field and will mail you the necessary information and application forms. You may also want to ask them to send you a list of projected job vacancies (future job openings). If you don't get the information you need, call again.

OTHER SOURCES OF INFORMATION

- Florida State Employment Service
- school guidance counselors
- vocational counselors
- veteran's counselors
- Veteran's Service Center (usually found in the county courthouse)

Performance Test

Name _____

Date _____

Do it! Objective 5*

Look up "Employment Agencies" in the yellow pages of a phone book. Write the name, address, and phone number of the Florida State Employment Service office nearest your home.

Florida State Employment Service

address _____

phone number _____

Write the name, address, and phone number of a private employment agency. (If you find several listed, choose one near your home.)

name of agency _____

address _____

phone number _____

Do it! Objective 6*

List one place to contact for information about jobs with each level of government. Use a phone book and the information on pages 30-31 to fill in the chart.

	Name of office	Address	Phone
Local government			
State government			
Federal government			

When you finish both objectives, have your instructor check your answers.

*You will need a telephone book to do Objectives 5 and 6.

Reading the Want Ads

The want ads in your newspaper may be a gold mine of information about job openings. Most job hunters head for the want ads first.

The front page of each newspaper usually tells you on what page to find the want ads (classified ads). Once you've found the right section, look under "Help Wanted" or "Employment Opportunities." Sometimes want ads are listed alphabetically. For example, jobs advertising for accountants would be near the beginning and those for zebra keepers near the end. Sometimes the ads are grouped under headings such as "Administrative," "Sales," or "Technical."

What should you do when you open the newspaper and find hundreds of jobs listed? How can you decide which jobs to go after? Look at the information shown in the ad below.

TYPE OF JOB

WORK EXPERIENCE REQUIRED

PERSONAL EQUIPMENT REQUIRED

HELP WANTED

Auto Mechanic Needed. HS req.,
2 yrs exp., 8-5, 5 days/wk.
TOOLS A MUST. $8,000 guar.
Phone 444-4444, BOB'S SERVICE SPOT.

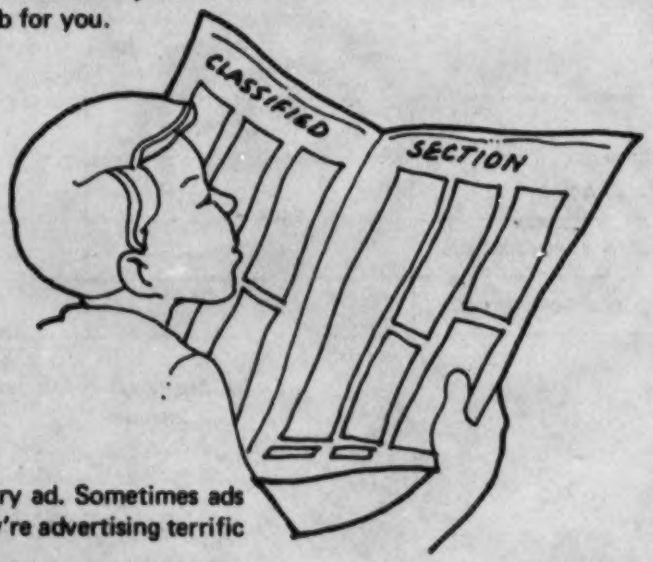
EDUCATION OR TRAINING REQUIRED

WORKING HOURS

AMOUNT OF PAY

JOB LOCATION

Look for these kinds of information each time you read an ad. By doing this you will have a good idea of what the advertised job has to offer. You may be able to tell if it's the right job for you.



You won't find all of this information in every ad. Sometimes ads give very little information but sound like they're advertising terrific jobs. Read about Fran's experience.

34

Frank's
SURREAL
HEY DAD, HERE'S AN AD FOR A DYNAMITE JOB!
Call Now 5?5-
EXECUTIVE TRAINEE
Nationally known Firm needs someone who likes to meet people. No exp. nec. Earn up to $600 a month while you learn. Call 377-7727 for appt.
FOR SALE
LATER.
HELLO! MY NAME IS FRAN WILSON, AND I'M CALLING ABOUT THE JOB LISTED IN TODAY'S PAPER. WHEN WOULD IT BE CONVENIENT FOR ME TO COME BY?
TWO O'CLOCK? SEE YOU THEN!
WHAT A DRAG!! THEY WANTED ME TO SELL POSSUMS DOOR-TO-DOOR FOR FUN AND PROFIT!
I WAS AFRAID OF THAT!!
WHY DIDN'T YOU TELL ME BEFORE I WENT? (SOB!)
USUALLY, IF A JOB OFFERS A LARGE SALARY AND REQUIRES NO EXPERIENCE OR SKILLS, THERE'S A CATCH!
WOULD YOU HAVE BELIEVED ME?
WELL... ONE THING'S FOR SURE, I WON'T PAY ANY MORE ATTENTION TO RIP-OFF ADS LIKE THAT ONE EVER AGAIN!! NO SIR!

35

Activity:
Reading Want Ads

Read the ads below; then answer the items.

Help Wanted

SALES
Termite and pest control company. Sal. plus commission. $500 month, good fringe benefits. Must be 18 or over. Call Jones Pest Control at 245-7192 before noon.

Aggressive salespeople needed for growing chain store. Good possibilities to move up. $200 month plus comm. and fringe benefits. Good Fit Shoe Store. 210 Oak Rd. Call 444-5923

Nurse's aide.
Wanted for 3-11 shift. Good sal., excellent benefits. Apply at General Hospital Personnel Office from 8-12 daily. No phone calls.

I WILL SOLVE ALL YOUR JOB PROBLEMS
Phone Bill
at 291-4512

RECEPTIONIST $300.
Pleasant personality needed to run front desk in busy office. Call Jean, 441-2241, at Jones & Jones Personnel.

CONSTRUCTION WORKERS NEEDED.
Apply at new Commerce Bldg. Work site, corner of Adams and Gaines.

SALESPERSON needed. No exp. nec. Strong personality. Smith Associates. 410 Plaza Drive.

Secretaries–Typists
Gen. off. exp. Temporary. Call Sally at Sally's Helpers.
643-8011.

Temporary Salespeople needed.
992-0121.

EXPERIENCED ROOFERS
241-9999

Maintenance worker needed. Refs. req. Must have some electrical and plumbing knowledge. Live-in. 898-7241.

PIPEFITTER–EXPERIENCED
for large cast iron piping. Must have 5 yrs. water and sewage plant construction. Apply at construction site at 4102 Main.

COMPUTER PROGRAMMER. $1250/month. Must be experienced. Knowledge of FORTRAN necessary. Phone 421-9923.

CAREER HELPERS
Phone Mary at 222-9192 for help in finding a job.

1
Read the want ads above.

a. What time should you call about the sales position for termite and pest control?_____

b. Can a person with no experience apply for the roofer job?_____

c. Who should be contacted for the receptionist job?_____

d. What experience is needed for the pipefitter job?_____

_____

e. Which agency offers jobs as temporary secretaries and typists?

_____

36

f. What is the phone number of Career Helpers? _____

g. Whom should you contact at Career Helpers? _____

h. How much does the computer programming job pay? _____

2

Name a job you might want to apply for. _____

Get a copy of your local newspaper. See if you can find three ads for this type of job in the newspaper. Circle the ads that you might want to apply for. If you have trouble finding the want ads section of your newspaper, ask your instructor for help. Or, use the ads on page 36 and circle three ads for salespeople.
Under what heading are your circled ads listed? _____

3

Now complete this table. Label each ad that you found Ad 1, Ad 2, or Ad 3. Put a check mark (✓) in the box if the ad contains the information on the left.

Information	Ad 1	Ad 2	Ad 3
Type of job	☐	☐	☐
Amount of pay	☐	☐	☐
Working hours	☐	☐	☐
Work experience required	☐	☐	☐
Education or training required	☐	☐	☐
Personal equipment required (tools, car, etc.)	☐	☐	☐
Job location	☐	☐	☐

Check your answers on the next page.

1. a. before noon

   b. no

   c. Jean

   d. five years of water and sewage plant construction

   e. Sally's Helpers

   f. 222-9192

   g. Mary

   h. $1,250 a month

2. These answers are based on your newspaper. Show the ads you circled to your instructor.

3. These answers are based on your newspaper. Show your answer to your instructor.

Want ads sometimes look like they're written in secret code. That's because newspapers use abbreviations (shortened words) to save space. Imagine how many lines the ad below would take if every word was written out instead of abbreviated!

Here's a list of common abbreviations that you may see in want ads.

> Ofc mngr for lg corp. HS req with some exp. Refs nec, bgn now. Apply at ABC Co., 4th & Broad, any am.

A

am morning

appt appointment

asst assistant

B

BA Bachelor of Arts
BS Bachelor of Science

bgn beginning

bldg building

C

clk clerk

Co company

coll college

comm commission

corp corporation

D

dept department

dir director

E

educ education

EOE Equal Opportunity Employer

etc and others

eve evenings

ex, excel excellent

exp, expd, exper experience(d)

ext extension

F

fringes fringe benefits

G

gen off general office

grad graduate

guar guarantee

H

hosp hospital

hr hour

hrs hours

39

H (continued)

HS high school

I

immed immediate

K

K thousand

L

lic license

lg large

M

med medical

mfg, manuf, manufacturing or manufacturer

mgmt management

min minimum

mngr, MGR manager

N

natl national

nec necessary

no number

O

ofc office

P

pd paid

per, pers personnel or personal

pm afternoon

pt part

R

ref references

reimb reimbursed

req required, requirements

S

sal salary

secty, secy, sec secretary

supr supervisor

T

temp temporary

trnee trainee

W

wk week

wkends weekends

WPM words per minute

Y

yrs years

Activity:

Words in the Want Ads

1 Here are abbreviations you may see in a want ad. Match the abbreviations in Group 1 with their meanings in Group 2.

Group 1	Group 2
_____ 1. exp	a. secretary
_____ 2. sec	b. immediate
_____ 3. dept	c. clerk
_____ 4. immed	d. license
_____ 5. temp	e. experience
_____ 6. med	f. necessary
_____ 7. clk	g. temporary
_____ 8. lic	h. department
_____ 9. nec	i. year
_____ 10. yr	j. medical

2 Read this ad. List each abbreviation in the ad, then write its meaning.

RADIO TECHNICIAN
Shop work only. Not temp. 2 yrs exp nec. Must be HS grad. Salary to 10 K. Fee pd. Call Mr. Harry 555-1515 for appt.

Abbreviation	Meaning
exp	experience
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Check your answers on the next page.

41

Check your answers against the ones below.

1. Group 1

e 1. exp (experience)

a 2. sec (secretary)

h 3. dept (department)

b 4. immed (immediate)

g 5. temp (temporary)

j 6. med (medical)

c 7. clk (clerk)

d 8. lic (license)

f 9. nec (necessary)

i 10. yr (year)

2.

Abbreviation	Meaning
exp	experience
temp	temporary
yrs	years
nec	necessary
HS	high school
grad	graduate
K	thousand
pd	paid
appt	appointment

42

Self-Test

Name _____

Date _____

Objective 7

Name five kinds of information to look for in want ads that would help you decide which jobs to apply for.

1. _____
2. _____
3. _____
4. _____
5. _____

Check your answers on the next page.

43

Answers to Objective 7

- type of job
- amount of pay
- working hours
- job location
- work experience required
- personal equipment required
- education or training required

You should have included at least four of the above. If you had trouble answering this objective, review pages 34-42 until you can list four of these.

44

Keeping Records on Your Action Plan

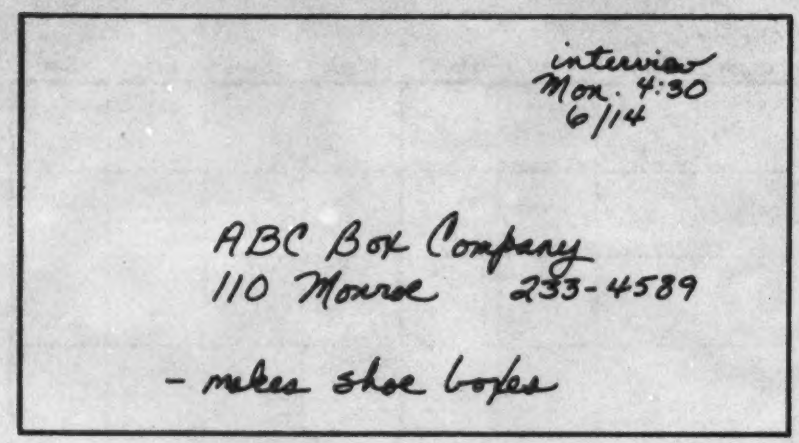
One way to plan your job search is to set up a table of each action step you take. Using this table every day will help you organize your efforts. It will also show you if you are really working hard enough at looking for a job. Place a check mark (✓) in the box each time you complete an action step.

ACTION STEPS YOU CAN TAKE*	Already done	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Apply for Social Security number.								
Write a personal fact sheet.								
Visit the State Employment Service office.								
If you are in school, see your counselor or placement officer.								
Make a list of possible employers.								
Start a job card file.								
Talk with family, friends, and former employers.								
Read the want ads in local newspapers.								
Look in the yellow pages of the phone book for places to visit.								
Check bulletin boards in schools, businesses, post offices, libraries, and counseling offices.								
Visit employers in person.								
Write letters of application.								
Phone employers to set up interviews.								

* If you are serious about looking for a job, you should have at least a few checks every day.

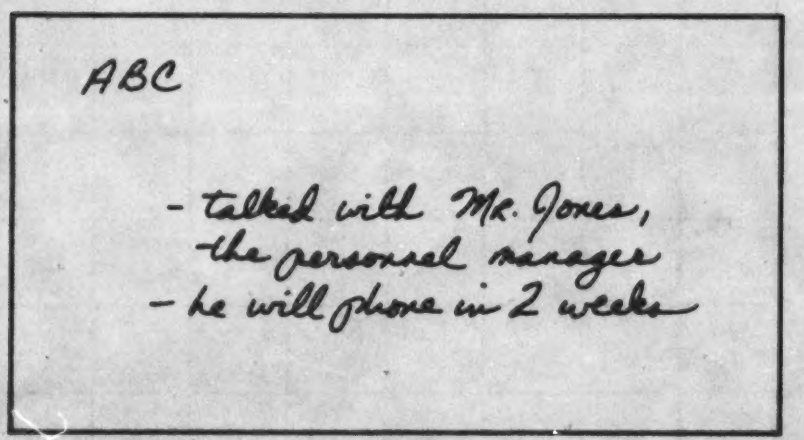
Starting Your Job Card File

In addition to your action plan, you should keep a card file of information about possible job leads. Three-by-five-inch cards come in handy. Or you can use notebook paper to keep track of your leads. You can record the job lead, the name of the employer, the type of work, and interview information. Look at the sample card front shown below.



SAMPLE CARD FRONT

You can also use the cards to write notes to yourself about the job requirements. The back of the card is a good place for you to record important notes about your job interview.



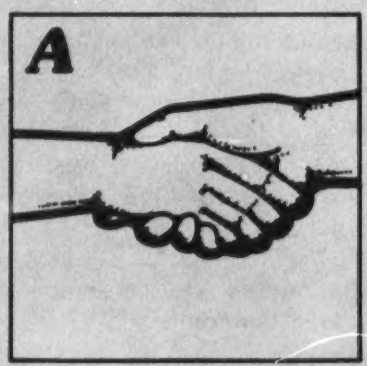
SAMPLE CARD BACK

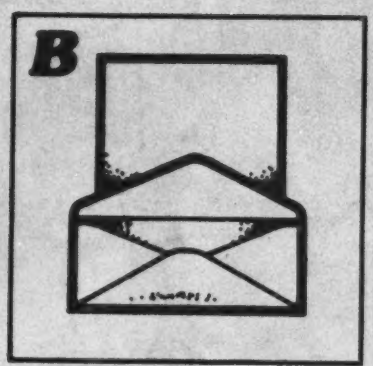
Now when you begin to learn about ways to make contact with employers, you already have a recordkeeping system started. You will be able to keep all the important information about each job lead at your fingertips.

Making Contact

Now that you have some ideas about getting leads on job openings, how should you contact employers? Here are three ways to contact employers to find out more about jobs.

A personal visit is usually the best way to follow up on a job lead. It may even lead to an interview on the spot.





A letter of application is a good approach if you apply for an out-of-town job or a job that you think might have a lot of applicants. Sometimes a want ad will request that you send a letter. It gives employers a chance to see a sample of your writing and it helps them keep your name in mind.

Phoning about a job is usually not the best way to contact employers because it doesn't give you a face-to-face chance to put yourself over. However, sometimes an ad asks you to phone. It may be the only way you can reach the employer.

47

Visiting Employers

One of the best ways of making contact with an employer is to go in person. This way is especially good if you have a list of businesses you'd like to work for that have not recently advertised any jobs. Many people find jobs just because they make it a point to walk into a business and ask about a job.

Before you visit an employer, make sure you are dressed in the right way for the job. Your chances of getting a job, or even an interview, are better if you look like a person who will fit in.

Don't take a friend or relative with you. Go by yourself. Employers are interested in you. They need to see how well you can do on your own.

Be prepared to be interviewed on the spot or to fill out an application form.

Practice your interview skills and take along your Social Security card and your personal fact sheet.

You may wonder what to say when you go in to ask about a job. Here are some tips on how to act.

1 Find out whom you should talk to about a job. In a large company, ask for the personnel department. In a small company or store, ask for the manager or owner.

2 Identify yourself. Say what your name is, your school, and/or where you are training.

EXAMPLES

"I'm John Jones, from Bradford High School."
"I'm Kathy Bell, from the work-experience program at Truman High."

48

3 Ask if there are any jobs for which you can apply.

EXAMPLE

"I'm looking for a job; I wonder if you have any job openings for which I may qualify?"
If the employer answers, "No," ask if you can file an application form in case a job opens up.
If an employer says the company will be hiring later, ask, "How often should I check back? Should I telephone or come in?" Be sure to get the name of the person to ask for.

4 Tell about yourself and what you can do.

EXAMPLE

"I took typing and bookkeeping in high school, and I worked as a clerk-typist for Smith Realty last summer." This last point may lead to talk about your qualifications and how you might fit into the employer's business. *Don't* say you'll "do anything" or "take any job." It will sound as if you aren't sure of yourself. Do sound interested in doing as good a job as you can for the employer. You may have found yourself a job!

Self-Test

Name_____

Date_____

Objective 8

List three ways of making contact with employers.

1. _____
2. _____
3. _____

Check your answers on the next page.

Answers to Objective 8

You must have listed all three ways to contact employers:

- through personal visits
- by writing letters
- by phoning

If you had trouble listing all three of these, go back and review pages 47-49.

50

Writing a Letter of Application

The right path to a job sometimes starts with a letter. Often you will send a copy of your resume with your letter of application. (If you don't have a resume, find out how to write one. The public library has several books that can help you write your resume.)

Your letter will have a better chance of winning a job interview for you if it is *easy to read, neat,* and *to the point.* Follow the steps below.

1. Type the letter, or write in blue or black ink. Sign the letter by hand, in ink.

2. Use plain white paper of the regular size, 8½" x 11".

3. Write or type on one side only.

4. Make neat corrections. Messy eraser or ink spots make a letter hard to read. If your letter does not look neat, you should copy it over.

5. Be sure that your spelling and grammar are correct. Use a dictionary to check words of which you are not sure.

6. Address your letter to a particular person, by name, if you can. Sometimes an ad tells you the name of the person to write. If not, address the envelope to the personnel manager and begin your letter with "Dear Sir or Madam." If you *know* the person's name, be sure to say "Dear Mr. Redbarn" or "Dear Ms. Whitehouse."

7. Carefully check the spelling of the person's name and the company name. Make sure that the address has no mistakes.

8. Keep the letter short and to the point. Try to keep it no longer than one page.

51

9 Be sure that your letter contains this information:

- The name of the job you want and how you heard about it. If you don't know the exact job title, write down the kind of work.

- Enough information about you to show that you qualify for the job. Describe the education, training, and experience you have that is important for the job. Keep it short. If you want to give your qualifications in greater detail, enclose a resume.

- Why you want the job and how it will help your career. Don't talk too much about salary or how much you need the job.

- At least one reference. Offer to list more references and information. Be sure you get permission before you use a person's name as a reference.

- Request for an interview. Don't forget to say how and when you can be reached.

Read the sample letter shown below. Frank Bono wrote this in answer to a newspaper ad for a television repair job. Note the key points discussed in his letter.

TV REPAIR
Shop work only. Must be experienced color, SS, and B/W. Write Jane Jones, Manager SPEEDY ELECTRONICS, 2235 East 25th St., Miami, 33150.

2612 Bayshore Drive
Miami, Florida 33147
May 23, 1976

Ms. Jane Jones, Manager
Speedy Electronics
2235 East 25th Street
Miami, Florida 33150

Dear Ms. Jones:

I am writing to apply for the television repair job advertised in the Herald on May 23.

I am 19 years old and have completed the electronics course at the James County Area Vocational-Technical Center. During my last two years in high school, I repaired televisions after school and on weekends as an assistant to Mr. John Quinn at the TV Doctor Repair Shop. Mr. Quinn has kindly allowed me to use his name as a reference.

I believe that my training and experience have prepared me to do a good job for you. I would like to work for a company such as yours that is known for its excellent service.

I will be glad to give you any other information that you need. I would like a chance to come in for an interview. You can reach me at 577-6262 from 8 to 5, weekdays.

Sincerely,

Frank Bono

Frank Bono

JOB WANTED OR TYPE OF WORK

HOW HE FOUND OUT ABOUT THE JOB

EDUCATION AND TRAINING

WORK EXPERIENCE

REFERENCE

REQUEST FOR INTERVIEW

HOW AND WHEN HE CAN BE REACHED

Performance Test

Name _____

Date _____

Do it! Objective 9

Now it's your turn to write a letter of application.

You are interested in applying for a job as a _____(your choice) with the General Development Company. Write a letter of application to Mr. Robert Jackson, General Development Company, 1423 Bay Drive, Miami, Florida 33140. You may want to look back at the sample letter on page 53. Make a rough copy; then check the content and form of your letter of application. Type the final copy of your letter or write in blue or black ink.

When you have finished, use this checklist. See if your letter has the correct form, complete content, and neat appearance. You may wish to exchange letters with another student for checking. Turn in your letter and the checklist to your instructor. *Each item must be checked for you to pass this objective.*

PERFORMANCE CHECKLIST

Check ✓ item if present.

FORM

- ◯ Your complete address, date in upper right corner
- ◯ Name and address of person to whom you are writing, spelled correctly
- ◯ Dear Mr. Jackson:
- ◯ Sincerely, or Very truly yours,
- ◯ Your signature (handwritten in ink)
- ◯ Your typed name (if letter is typed)

CONTENT

- ◯ Job wanted, or type of work
- ◯ How you found out about the job
- ◯ Qualifications for the job (education, training, and/or work experience)
- ◯ Reference
- ◯ Request for interview
- ◯ How and when you can be reached

APPEARANCE

- ◯ On plain white paper, regular size
- ◯ Typed, or blue or black ink
- ◯ Neat
- ◯ Correct spelling and grammar

When you think your work is correct and all the circles above are checked, give the letter to your instructor. Your instructor will check your work to make sure it's okay.

56

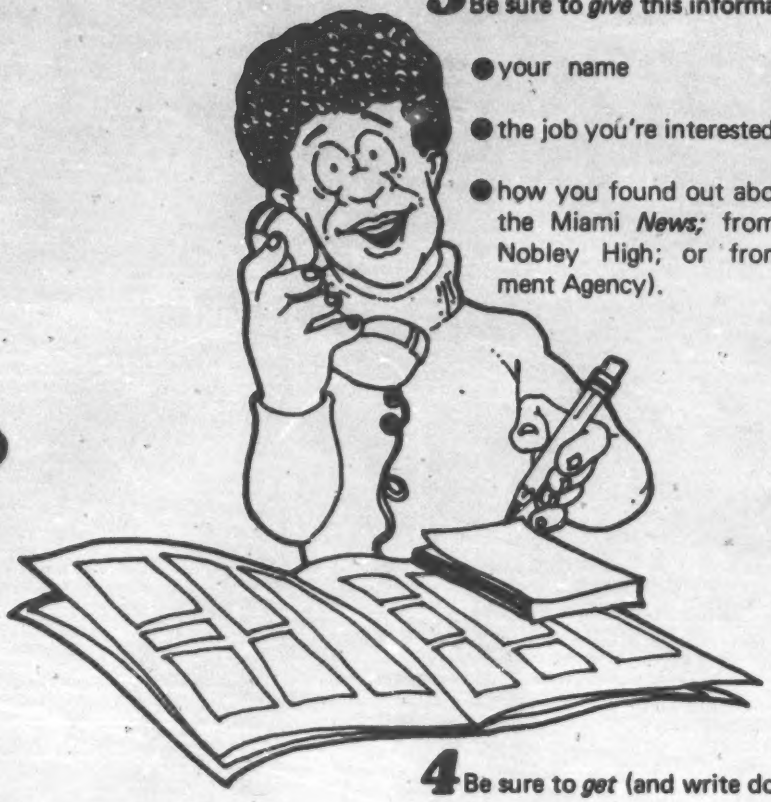
Phoning about a Job Lead

If an ad asks you to phone or if phoning is the only way you can reach an employer, remember these telephone tips.

1 **Have a pencil and paper ready before you call.**

2 **Speak clearly. Keep your voice confident, pleasant, not too loud or too soft.**

3 **Be sure to *give* this information:**



- your name
- the job you're interested in
- how you found out about the job (for example, from an ad in the Miami *News;* from Mr. Smith, my drafting teacher at Nobley High; or from Ms. Jones of the XYZ Employment Agency).

4 **Be sure to *get* (and write down) this information:**

- time and date of interview
- place to go for the interview
- name of person to ask for
- the job requirements (education, training, or work experience needed; equipment needed, such as tools, car, or uniform).

You'll have many other questions to ask, but save them for the interview.

Activity:
Answering an Ad by Phone

This help wanted ad caught the attention of Janice Tucker. She decided to phone Mr. Novak.

> Need full-time bookkeeper. May work into sales. Must be high school graduate, with bookkeeping skills. Some Saturday work. For information, call Leo Novak, 672-4493.

Here is how their phone conversation sounded. Using the list of telephone tips below, write in the number of the rule Janice followed. Some numbers may not be used; others may be used more than once. Write your answers in the blanks on the right-hand side of the page.

TELEPHONE TIPS

1. Have a pencil and paper ready.
2. Speak clearly.
3. Talk to the person named in the ad.
4. Give your name.
5. Tell the person what you are calling about.
6. Answer questions about your background and experience.
7. Ask for an interview.
8. Write down the address and the name of the person you are to see.
9. Write down the date and time of your interview.

VOICE: Good morning. Novak Paint and Wallpaper. May I help you?

JANICE: I would like to speak with Mr. Novak, please. **A** _____

VOICE: He's ringing up an order. Can you hold for one minute?

JANICE: I'll be glad to. *(She moves her pencil and paper into a better position.)* **B** _____

MR. NOVAK: Good morning. Mr. Novak, here. May I help you?

JANICE: Mr. Novak, this is Janice Tucker. I saw your ad for a bookkeeper in last night's paper. Your ad sounded interesting, especially the part about working into sales.

C_____

MR. NOVAK: I'm glad you called. Have you had any experience in bookkeeping or sales work?

JANICE: In high school I took bookkeeping, office machines, and typing courses. I didn't work while I went to school, but I'm anxious to put my skills to use now that I've graduated.

D_____

MR. NOVAK: What interests you about the possibility of sales work?

JANICE: Well, I went with my father to pick out supplies when he was building our house. I always enjoyed visiting the paint departments. Once I learn the paint companies you order from, I think I could do a good job selling paint for you. May I come in for an interview with you?

E_____

MR. NOVAK: Janice, I'm interested in a person with your background. Do you think you could come in for an interview Wednesday morning at 9:00?

JANICE: I'd be glad to. What is the address of your store?

MR. NOVAK: 6189 Western Avenue.

JANICE: *(making notes as she repeats the name, address, and time)* Novak Paint and Wallpaper, 6189 Western Avenue, 9:00 Wednesday morning. Thank you, Mr. Novak. I'll see you then.

F_____

When you have completed this activity, compare your answers with the correct ones on the next page.

Check your answers.

A. 3

B. 1

C. 4, 5

D. 6

E. 6, 7

F. 8, 9

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Performance Test

Name _____

Date _____

Do it! Objective 10

Your instructor will ask you to show how to phone about a job opening. You will play the role of the job applicant.

Your instructor will play the role of the employer, and will use the checklists below to see if you have correctly performed this objective.

Give the employer all of the information in the first checklist, and then ask questions to get all of the information in the second checklist. You must have all the items checked.

PERFORMANCE CHECKLISTS

1. GIVE this information:

_____ your name

_____ the job you're interested in

_____ how you found out about the job

2. GET this information:

_____ time and date of interview

_____ place to go for the interview

_____ name of person to ask for

_____ the job requirements

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Here are some common mistakes job hunters make. Keep them in mind when you look for a job. Don't make the same mistakes!

The Late Starter

One of the most common mistakes is to take too long to start looking for a job. Begin planning your search as soon as you need a job!

The Cannonball

Don't start your search with a big burst of energy and then slow down to a snail's pace just because you didn't find a job right away. Keep looking! Don't slow down because you've been turned down.

The Hit-or-Miss Person

Many job hunters waste their time by not planning their job search. They rush around everywhere and anywhere trying to find a job. Plan your search and save time.

The Quiet One

Keeping a secret is a good idea sometimes but not when you're job hunting. Let everyone know you're looking.

The Down-and-Out Type

You probably won't find a job the first day you look. But don't lose your self-confidence and quit looking. Keep your head up!

The Buddy System

Waiting for someone else to find a job for you may mean a long wait. Do yourself a favor and go it alone!

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Unit Review

This page will help you review before you take the test. Be sure you can answer the following questions. If you are not sure about some of them, the page numbers after each question tell you where you can review the information for more practice.

In addition to passing the test, you must have performed the objectives marked with a

	You should now be able to:	Pages
Do it!	1. Fill out an application form for a Social Security number.	6-7
Do it!	2. Prepare a personal fact sheet.	10-11
	3. List four ways to find out about job openings other than through employment agencies.	15-20
	4. Identify two characteristics of public employment agencies and two characteristics of a private employment agency.	21-26
Do it!	5. Find in the phone book and write down the phone number and address of the nearest State Employment Service office and a private employment agency.	16, 21-26
Do it!	6. List one place to look for information about jobs with each of the following: local, state, and federal government.	29-31
	7. List five kinds of information to look for in want ads that would help you to decide which jobs to apply for.	34-42
	8. List three ways of making contact with employers.	47-49
Do it!	9. Write a letter of application.	51-55
Do it!	10. Show how to ask about a job opening over the phone.	56-61

Glossary

abbreviation shortened form of a word

agency the office or business of some person that acts for another

applicant person who applies for a job

application form the printed piece of paper filled out by job hunters giving personal information to employers

apprentice person who is learning a trade or art

aptitude natural talent or ability

armed forces the United States Army, Air Force, Navy, and Marines

birth certificate a written or printed statement used to prove a person's birth. A birth certificate gives the date and place of birth and the parents' names.

career way of living; occupation or profession

civil service federal government program to hire workers based on their qualifications

classified ads see **want ads**

Comprehensive Employment and Training Act (CETA) program to provide job training and employment in federal, state, and local governments

contract written agreement that can be enforced by law. In a contract, two or more people agree to do certain things.

counselor a person who gives advice; adviser

disabled crippled; physically unable to work

driver license card showing permission given by law to drive

65

E

employee a worker hired for a specific job

employer person or firm that hires workers

employment work; job

F

federal government the United States government

fee money asked for or paid for some service; charge

fee paid term used in want ads meaning employer will pay the charges of the private employment agency

fee split term found in want ads meaning that the employer will pay part of the charges of the private employment agency

former employer the person or firm that used to employ the worker

G

glossary list of hard words with meanings

guidance counselor adviser who talks with students about their vocational or education problems

H

help wanted ads see **want ads**

I

insurance security from loss; money paid in case of loss, accident, or death

Intergovernmental Job Information Center service that gives free information about state and federal government jobs

interview a meeting between an applicant and employer to talk over a job

L

local government the government of a city or county

marital status whether you are single, married, separated, divorced, or widowed

M O P

objective a task you'll be able to do when you complete this unit

occupation career; profession

personal fact sheet sheet of paper containing personal information about an applicant, including address, education, work experience, and references. The fact sheet is for the applicant's own use.

personnel office the part of a company or organization that hires employees

placement officer person who finds jobs for other people

private employment agency business that helps people find jobs. Private agencies charge fees for their services.

projected job vacancies future job openings

public employment agency government service that helps people find jobs. Its services are free and include testing and counseling.

qualification that which makes a person fit for a job, task, office, or function

Q R

recommend speak highly of; put in a good word for

recruiting office office that people visit when they want to join the U.S. Army, Navy, Air Force, or Marines

reference a person who can give information about another person's character or ability

referral sending or directing a person for information, help, or action

requirement need; thing needed

resume a typed personal fact sheet that a job applicant gives to the employer

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S

salary rate of pay

self-confidence belief in one's own ability, power, or judgment

signature a person's name written by himself/herself

Social Security the U.S. government program of insurance paid for by workers, employers, and the federal government; collected by the workers when they become unemployed, disabled, or retired

Social Security number the number on the card given to each worker that is the same as the worker's account number with the government

State Employment Service public employment agency with offices throughout the state. Its many services are free.

U

union a group of workers joined together to protect and promote their interests

United States Job Information Center service that gives free information on jobs with the federal government

V

veteran person who has served in the armed forces

Veteran's Service Center service usually located in county courthouse to help veterans with their vocational and educational problems

vocational counselor adviser who talks with students about their career plans

W

want ads ads contained in newspapers giving notice of job openings